

Department of Liquor Control Licensure, Regulation & Education

2012-2013 MONTGOMERY COUNTY ALCOHOLIC BEVERAGE LICENSE RENEWAL CHECKLIST

- ✓ The renewal application fee is \$100.00. The LRE office accepts:
 - All major credit cards (MasterCard, Visa, Discover & American Express)
 - Checks (Made payable to Montgomery County, Maryland)
 - Cash
- ✓ **UPDATES:** Any modifications/changes made during the year with regards to your alcohol beverage license information (names of licensees, ownership, home addresses, phone numbers, ect.) requires notation at the time of renewal and may require additional paperwork.
- ✓ **TAXES:** Verify that you are up to date with all taxes, including retail, sales, amusement & withholding taxes. You may contact the State of Maryland Comptrollers office at 410-767-1630 to inquire. You may still submit your renewal application; however, these taxes must be up to date prior to the liquor license issuance by April 30, 2012
- ✓ **FINES:** All outstanding fines owed to the Board of License Commissioners must be paid in full prior to the license issuance by April 30, 2012.
- ✓ **MANAGEMENT:** If the person in charge of the day to day operations (#8) has changed since your last renewal, a fingerprint card, a 2x2 photo and a fee of \$63.25 needs to be submitted at the time the renewal application is turned in.
- ✓ **A.L.E.R.T: ALCOHOL LAW EDUCATION REGULATION TRAINING:**
If you or any of your employees have previously been mandated by the Board of License Commissioners to attend the ALERT Class, held by the Department of Liquor Control, the mandate must be met prior to the license issuance by April 30, 2012.
- ✓ **SIGNATURES:** All signatures must be notarized on page #6. Please make sure (d) is also signed by the president or vice president if you have a corporation. (This may require a licensee to sign twice).
- ✓ Page #2 – complete question #9, #10, **OR** #11.
- ✓ Page #3 – complete question #12a **OR** #12b.
- ✓ Page #4 – complete question #13a **OR** #13b.
- ✓ If you DO NOT plan to renew your 2012-2013 alcohol beverage license please let the office know as soon as possible.
- ✓ If you have any questions please contact the office M-F 9:00 am – 5:00 pm.

**16650 Crabbs Branch Way, Room #203
Rockville, Maryland 20855
240-777-1999
Montgomerycountymd.gov/dlc**